University of Minnesota

Lxtension

Evening Gourse

The Bulletin of the University of Minnesota

General Extension Division

Announcement of Evening Courses

1919-1920

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CALENDAR

1919-1920

1919

September	22-27	Week	Registration week
September	26	Friday	Annual opening of Extension Courses,
		8:15 p.m.	St. Paul
September	27	Saturday	Annual opening of Extension Courses,
		8:15 p.m.	Minneapolis
September	29	Monday	Regular class work begins
November	27	Thursday	Thanksgiving holiday
December	20	Saturday	Christmas recess begins
December	29	Monday	Class work resumed
1920			
January	19-23	Week	Examination week, first semester
January	23	Friday	First semester ends
February	2	Monday	Second semester begins
February	2	Monday	Merchants' Short Course begins
May	18-22	Week	Examination week, second semester
May	21	Friday	Second semester ends

GENERAL EXTENSION DIVISION

FACULTY

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EXTENSION SERVICE

The Extension Service of the University of Minnesota is organized to include:

- A. Evening classes, in Minneapolis, St. Paul, Duluth, and other cities.
 - 1. Courses leading to credit in the College of Science, Literature, and the Arts.
 - 2. Courses in business administration, accountancy, and finance.
 - 3. Practical courses in engineering.
- B. Correspondence courses.
- C. Extension lectures, singly or in groups, and lyceum lectures, concerts, and entertainments.
- D. The Municipal Reference Bureau, which compiles and furnishes to city officials information pertaining to municipal government and administration.
- E. The Bureau of Visual Instruction, through which loan collections of lantern slides and films are furnished to schools and clubs.
- F. Drama Service, through which dramatic clubs and school societies are given advice about the production of amateur theatricals, and copies of plays are lent for reading and selection.
- G. Community Service, through which the elements making up a community and its trading fringe are given advice and assistance for bringing together all the social forces into an organization whose purpose shall be to make the people healthy and wealthy and wise.
- H. Agricultural Extension, including lectures, demonstrations, institutes, and short courses under the direction of the College of Agriculture, Forestry, and Home Economics.

EVENING EXTENSION COURSES

GENERAL INFORMATION

ADMISSION TO COURSES

It is not intended that any regulation should debar from the privileges of these courses any person who can pursue them profitably. Those persons desiring credit toward a University degree must of course comply with the regulations laid down by the college in which credit is desired. Those not desiring such credit may be admitted, provided they are sufficiently mature (more than eighteen years of age) and can satisfy the departments in which they wish to study that they are able to carry the work profitably to themselves and without hindrance to the classes.

CREDIT FOR EXTENSION COURSES

Credit toward a degree will be given students who satisfy the entrance requirements of the college in which credit is desired and who successfully complete any of the extension courses of university grade. This applies to all the courses listed under academic or collegiate courses, unless otherwise specified. It also applies to nearly all the business courses. The courses listed under engineering do not carry credits. Such credits will be recorded upon matriculation in the University. Courses requiring one evening (two hours) a week for recitation normally carry two semester credits. Those requiring more time usually carry correspondingly more credit. In the Extension Division credits are still reckoned on the semester, not the quarter, basis.

The statement concerning credit for the Certificates in Accountancy, in Finance, and General Business will be found on pages 18 and 19.

Students must indicate at the time of registration whether or not they desire university credit in the courses pursued.

Regulations Concerning Credit in the College of Science, Literature, and the Arts

- 1. All courses for which credit is given in the College of Science, Literature, and the Arts must be authorized with the credits by the Advisory Committee. But credit shall be given only to those extension courses which are conducted in essentially the same manner as the corresponding courses in the University and which are carried on under similar conditions as to attendance, term's work, quizzes, and examinations.
- 2. Each credit course shall be directly in charge of a member of the Faculty.
- 3. Any regularly enrolled University student successfully completing an approved course shall receive the appropriate credit.
- 4. Any person shall receive a certificate upon satisfactorily completing an approved course. The certificates entitle the holder to the corresponding University credits whenever he has earned thirty credits in

residence. The Registrar or the Administrative Board shall in all cases pass upon the qualifications of the student.

- 5. The maximum credit towards a degree for work done in extension courses shall not exceed one half the unit hours required for graduation. At least twelve credits in the major subject shall be completed in regular college classes and of these, six must be from starred courses.
- 6. Credit for an amount not exceeding one quarter of the unit hours required for graduation may be given at the University of Minnesota to students of such other extension schools or departments as may be approved by the Advisory Committee, provided that such credit shall be subject to the same provisions as govern credits in the General Extension Division of the University of Minnesota.

RESIDENT STUDENTS

- 1. No University student may enroll for extension courses for the purpose of removing a condition or failure.
- 2. No University student may enroll for an extension course if this would increase his credit hours beyond what the rules allow.
- 3. Any University student who wishes to enroll for an extension course must first obtain the approval of the dean of his college.

FEES

Collegiate courses meeting one evening a week require a fee of \$5 a semester of sixteen weeks. For collegiate courses meeting two evenings a week, the fee is \$10 a semester.

The fee for business and engineering courses is \$45 per year, payable \$22.50 each semester, when registering for three subjects; or \$30 per year, payable \$15 per semester, when registering for two subjects. The fee for a single subject is \$7.50 per semester. This does not include materials.

The fee does not include the cost of texts or material. The cost of these items varies from \$1 to \$3 per course.

All fees are payable at the time of registration, and registration should not be deferred longer than the second meeting of class. Checks should be made payable to the University of Minnesota.

Special arrangements are made with organizations, clubs, and business concerns, whereby instruction may be given to groups of students within the organization at a sum which will somewhat reduce the individual rate per member.

REFUNDS

No fee will be refunded on account of withdrawal from any course. Exceptions to this rule will be made only in case of (a) removal from the city or (b) illness or physical disability as attested by the certificate of a reputable physician. Application for pro rata refund on the above conditions will not be considered later than fifteen days after registration.

PLACES FOR CONDUCTING CLASSES

Most of the classes in engineering will be held in the Main Engineering Building, Electrical Engineering Building, the Mechanical Engineering, or the Experimental Engineering Building.

Other classes in Minneapolis are conducted at the University, at the Public Library, at the City Hall, and in some of the public school houses. Definite locations for each class will be announced in a circular to be published about September 15.

In St. Paul the work will be carried on at the City Hall, and the Public Library. Additional accommodations will be provided for in some cases.

NUMBER FOR WHOM CLASSES WILL BE ORGANIZED

Classes will not be organized for a smaller enrollment than twelve, and in some courses a larger registration will be required.

TIME OF MEETING

Classes ordinarily meet at 7:30 and dismiss at 9:30. Classes in business subjects frequently meet at 6:30.

ENROLLMENT

Registration for the first semester takes place during the week preceding the organization of classes (September 22-27). Students may also register with the instructor at the first meeting of the class.

PROGRAM OF CLASSES

Folders will be issued about September 15, giving the program of classes and schedules of meeting places. It should be understood that not all the courses listed in this bulletin are given in any one year. Final announcements may be found in the special folders. Folders will be issued for the collegiate courses, the business courses, and the engineering courses. Separate bulletins are also issued for each of these groups of courses.

LOCATION OF EXTENSION OFFICES

The offices of the General Extension Division may be found on the ground floor of the Main Engineering Building, on Washington Avenue and Church Street S.E. To telephone the office call N. W. East 2760 or T. S. 41811 and ask the University central for the General Extension Division.

COURSES OF INSTRUCTION

The courses of instruction naturally group themselves into three divisions, viz., (1) those corresponding to the regular college courses given in the College of Science, Literature, and the Arts, and conveying credit toward a degree from that College; (2) those furnishing a preparation for business (most of which also carry credit toward a degree from the above college); (3) engineering courses. A separate bulletin of each of these groups may be obtained on request. The description of courses will therefore be grouped in this order. The first group will be designated collegiate courses.

DEPARTMENT OF COLLEGIATE INSTRUCTION

The following courses are given extension students with two purposes in view: First, an opportunity is afforded those who are candidates for degrees, but who are unable to pursue their entire college course in regular residence, to complete a part of their work while otherwise occupied during the day.

Second, the advantage of university training in cultural subjects is offered those who can devote one or more evenings a week to such work, regardless of any desire for university credit.

The General Extension Division is now prepared to offer the following evening courses. Others will be given provided a sufficient registration is assured, usually twelve. Those interested in forming such classes are advised to correspond with the Director.

A special folder announcing specific dates and places for holding classes will be issued early in September. This folder, containing the class program, will be sent to all requesting it.

FEES

Each course listed as a collegiate course requires a fee of \$5 for the semester of sixteen weeks, the class meeting one evening a week for two hours. For collegiate courses meeting two evenings a week the fee is \$10 a semester.

AMERICANIZATION TRAINING AND ANTHROPOLOGY THE AMERICAN PEOPLE

- (*113). OLDER IMMIGRANTS. Characteristics, contributions, and distribution of the older immigrant peoples in America, their modification and importance to us. Two credits (one evening a week); first semester. Jenks.
- 2 (*114). Newer Immigrants. Characteristics, contributions, and distribution of the newer immigrant peoples in America, their modification and importance to us. Two credits (one evening a week); second semester. Jenks.

3 (*115). Americanisms and Assimilation. Essential and unique historical Americanisms, and their value and virility for the future in America. Conditions and facts of assimilation. Two credits (one evening a week); second semester. Jenks.

ART

- 1. ART APPRECIATION—RENAISSANCE. This is a cultural rather than a technical course, leading to the appreciation of architecture, sculpture, and painting as an expression of the civic and intellectual activities of the time in which the artist lived. Sixteen two-hour lectures illustrated with lantern slides. One hour required reading to supplement each lecture. Two Education credits (one evening a week); first semester. ROBERTS.
- 2. ART APPRECIATION—MODERN. This is a cultural rather than a technical course, leading to the appreciation of architecture, sculpture, and painting as an expression of the civic and intellectual activities of the modern period. Sixteen two-hour lectures, illustrated with lantern slides. One hour required reading to supplement each lecture. Two Education credits (one evening a week); second semester. ROBERTS.

CHEMISTRY

1. General Inorganic Chemistry and Qualitative Analysis. First semester, non-metals; second semester, metals and qualitative analysis. A study of the common elements and their principal compounds, discussions of the laws and theories of chemistry, and systematic qualitative analysis. One lecture, one recitation and three hours laboratory work per week. (T. and Th. 7:30-10:00.) The work of both semesters is equivalent to six semester or nine quarter credits. Students desiring credit in the College of Science, Literature, and the Arts can earn ten quarter credits by doing extra work by assignment. Geiger.

EDUCATION

- 1 (1a). Brief History of Education. The origin and development of schools, more particularly in the modern period, as a preparation for the understanding of the educational systems, theories, and practices of the present. Ranks as a junior and senior course in the University. Open to teachers and prospective teachers who have met the college entrance requirements. Two credits (one evening a week); first semester. Swift.
- 2 (3a). Social Aspects of Education. This course deals with conditions within the school itself,—such as the socialized recitation and the social activities of students. It also discusses educational activities outside the school, including the various institutions which influence

- society. It treats of the necessity of coördinating the social activities within and without the school so that each may become more effective. Two credits (one evening a week); first semester. RANKIN.
- 3 (119). THE SCHOOL CURRICULA. An attempt is made to discover fundamental principles governing the material and methods of education in a democracy. To this end it discusses the nature of what we mean by a democratic society. The aims and methods of the enterprise of education are considered from this point of view. Two credits (one evening a week); second semester. RANKIN.
- 4 (5). THE AMERICAN SCHOOL. A general survey of the social and political ideals and factors determining the problem of public education in the United States, followed by an account of the educational institutions established for the purpose of solving this problem. This course is designed to present a comprehensive view of the present educational situation, including the most significant current movements and institutions. Two credits (one evening a week). SWIFT.

ENGLISH

- 1 (8). SHAKESPEARE. An introductory study of Shapespeare's development as a poet and dramatist up to King Lear, with reading of representative plays. Two credits (one evening a week); second semester. RARIG.
- 2 (54). AMERICAN LITERATURE. Lectures on American literature with extensive readings from the principal poets and prose writers of the United States. Two credits (one evening a week); second semester. NICHOLS.
- 3 (109-10). THE ROMANTIC POETS. A study of the Romantic School of poets from Wordsworth to Keats, and of the influence of the French Revolution upon them. Two credits (one evening a week); first semester. Ruud.
- 4 (133). ENGLISH AND SCOTTISH POPULAR BALLADS. The study of a large number of traditional ballads, English and foreign, and the study of ballad style and origins. Two credits (one evening a week); second semester. Hustvedt.

GERMAN

1. Beginning German. Pronunciation, grammar, conversation, and composition; selected reading in easy prose and verse. Eight credits (two evenings a week); both semesters. Open to all who have had no German. Both semesters must be completed before credit is given for the first semester. Davies.

- 2. PROSE AND POETRY. Geography, history, and legend. Review of German grammar throughout the year. Open to all with two years of German. Not open to those who have obtained credit in Course 2. Both semesters must be completed before credit is given for the first semester. Eight credits (two evenings a week); both semesters. Kroesch.
- 3. ELEMENTARY CONVERSATION. Conversation on topics of every-day life, aiming at fluency in the use of idiom. Not a course in composition. Organized on the laboratory basis—one hour credit with two hours recitation and at least one hour of outside preparation. Intended for those who have had at least one year of German. Two credits (one evening a week); both semesters. Burkhard.
- 4. RAPID READING. Short stories and dramas by Storm, Heyse, Baumbach, Lessing, Goethe, Schiller, Hebbel, and Sudermann. Class work and discussions are conducted in German. Open to all who have had at least one year of German. Four credits (one evening a week); both semesters. KOENIG.
- 5. COMMERCIAL GERMAN. Oral use of the language. Practical vocabulary. In the second semester attention will be given to business correspondence. Open to all with two years of German. Both semesters must be completed before credit is given for the first semester. Eight credits (two evenings a week). Myers.

GREEK IN ENGLISH

- 1. Greek Literature and Life. This is a course dealing with the literature, life, and art of the ancient Greeks, for which no knowledge of Greek is required. The course consists of lectures and illustrative readings by the instructor and assigned readings in translation and textbook work by the class; conferences and informal discussions will also be held. The character and influence of Greek culture, especially along the lines of literature, philosophy, and art, will be discussed; and the whole course will be richly illustrated with the stereopticon. Especially designed for those interested in language and literature. Two credits (one evening a week); first semester. Savage.
- 2 (59-60). GREEK ART. This is a course of illustrated lectures designed to set forth the spirit of the ancient Greeks as manifested in their sculpture and architecture. The development of Greek sculpture will be traced; the famous statues will be shown and described; and the personalities of the great artists will be considered; stereopticon views of temples, theaters, houses, and other buildings will be shown, and the characteristics of the three great orders of Greek architecture will be set forth. Two credits (one evening a week); second semester. SAVAGE.

HISTORY

- 1 (1). EUROPEAN HISTORY I. The development of Europe from 800 to about 1500 A. D. with special emphasis upon the political, social, and economic institutions of the period. Open to all. Two credits (one evening a week); first semester. Krey.
- 2 (2). EUROPEAN HISTORY II. The development of Europe from c. 1500 to 1789. In this period are treated the Reformation, Religious Wars, and the causes of the French Revolution. The political growth of the nations of Europe is especially emphasized. Two credits (one evening a week); second semester. KREY.
- 3. European History III. The development of Europe from 1789 to the present time. Political history especially emphasized. Social and economic problems are treated in their international aspects. Two credits (one evening a week); second semester Krey.
- 4. RECENT AMERICAN HISTORY. A study of the political, social, and economic movements in the United States since 1876. Considerable attention will be paid to international relations during this period. Two credits (one evening a week); first semester. Shippee.

PHILOSOPHY

- 1 (20). PRESENT DAY PHILOSOPHY. A popular discussion of the most important types of contemporary philosophy. Among the men and movements included are: Haeckel, Eucken, Bergson, Nietzsche, Pragmatism, idealism, and Neo-Realism. Two credits (one evening a week); first semester. Wilde.
- 2 (124). POLITICAL AND SOCIAL ETHICS. A study of the ethical basis of society and the state and a consideration of some of the unsettled problems of politics and economics from the ethical point of view. Two credits (one evening a week); second semester. WILDE.

POLITICAL SCIENCE

1. American Federal Government. An elementary course in American government and politics designed for those studying the problems of citizenship, and for teachers. The course treats of the origin and nature of the federal system of government; of the political party system; the federal constitution; structure and organization of the national government; powers and functions of Congress; the executive, and the judiciary; the civil service; the regulatory commissions; national finance; the conduct of foreign affairs; war powers of the government. Texts, American Government and Politics by C. A. Beard, and The New American Government and Its Work by J. T. Young. Two credits (one evening a week); first semester. Bennett.

2. State and Local Government. A complementary course to 1 preceding. The constitutional basis of state government; relation of the states to the national and local governments, and to the citizen; organization, functions, and actual workings of state governments, and of county, township, and city governments; public opinion and popular control in state governments; nominations and elections, initiative, referendum, and recall; taxation and finance; social and regulatory legislation. Texts, Beard's American Government and Politics and The New American Government and Its Work by J. T. Young. Two credits (one evening a week); second semester Bennett.

PSYCHOLOGY

- 1 (1-2-3). GENERAL PSYCHOLOGY. An introduction to the scientific study of the human mind. Two credits (one evening a week); first semester.
- 2 (137-138). APPLIED PSYCHOLOGY. The practical application of psychology, especially in the field of business. Prerequisite: Psychology 1. Two credits (one evening a week); second semester.

RHETORIC AND PUBLIC SPEAKING

- 1 (1). ENGLISH RHETORIC I. Practical training in writing; exposition, narration, and description. Analysis of prose selections and of compositions written by the class. Two credits (one evening a week); first semester. FORD.
- 2 (2). ENGLISH RHETORIC II. A continuation of the preceding course, open to those who have had a one-half year course in freshman Rhetoric, or its equivalent. Two credits (one evening a week); second semester. FORD.
- 3 (11). Exposition and Description. Analysis of specimens; short themes and fortnightly essays, with emphasis on planning and amplification. Informal exposition during the first half of the first semester, followed by description. Open to those who have completed the equivalent of Course 1-2 in college Composition and Rhetoric. Two credits (one evening a week); first semester.
- 4 (12). NARRATION. A continuation of Course 3. Open to those who have completed the equivalent of three half-years of college Rhetoric. Two credits (one evening a week); second semester.
- 5 (41-42). A GENERAL COURSE IN PUBLIC SPEAKING. The principles of analysis and organization. Extemporaneous speaking based on outlines. Study of model speeches. Attention is given to correctness and effectiveness in delivery. Open to ministers, lawyers, teachers, and others who are able to carry the work. Four credits (one evening a week); both semesters. Lindsley.

- 6 (81-82). Interpretative Reading. Interpretation and oral expression of the various forms of literature, the essay, the short-story, lyric and narrative poetry, and the drama. Open to those who have credit for Course 1-2, College Composition and Rhetoric, and Public Speaking 41-42. Four credits (one evening a week); both semesters.
- 7 (83). ADVANCED PUBLIC SPEAKING. The distinctive characteristics of oratorical style; analysis of the styles of representative orators. Written and extemporaneous speeches. Individual criticism and direction. Two credits (one evening a week); first semester. RARIG.
- 8 (110). Short-Story Writing. An advanced course in writing for those who have had experience in writing for publication or have had preliminary training in the technique of writing. Open for credit only to those who have had at least two years of college courses in writing or the equivalent. Four credits (one evening a week); both semesters. Thomas.
- 9 (119-120). Seminar in Writing. Open to college graduates and other advanced students who write with facility and who desire personal direction and criticism. Special permission of the instructor must be obtained for registration in this course. Individual criticism and the reading before the class of manuscripts submitted. Special emphasis on the short-story and drama. Four credits (one evening a week); both semesters. Thomas.
- 10. Story Telling to Children. (1) Story telling; its place and value; (2) choice of the story; qualities, desirable and undesirable; (3) preparation of the story; application of the short-story ideals of "singleness of impression" and "dramatic struggle"; reconstruction of the story from the child's viewpoint; (4) the problem of delivery: the group, consciousness, holding attention, self-effacement, vocal and verbal adaptation. No university credit (one evening a week); first semester. Garns.
- 11 (81). Interpretative Reading. The interpretation and expression of the various forms of literature, such as the essay, the short-story, lyric and narrative poetry, and the drama. The aim is intelligent and sympathetic reading. Garns.

ROMANCE LANGUAGES

- 1 (4-5). Beginning French. Grammar, pronunciation, reading, and practice in speaking. Open to all. Both semesters must be completed before credit is given for the first semester. Four credits (one evening a week); both semesters. Searles, Barton.
- 2 (7-8). Intermediate French Reading, Grammar, and Composition. French grammar review; readings from modern authors. Open to

- all who enter the University with two years of French. Both semesters must be completed before credit is given for the first semester. Four credits (one evening a week); both semesters. Sirich.
- 3 (13-14, 16-17). ELEMENTARY FRENCH CONVERSATION AND COMPOSITION. Four credits (one evening a week); both semesters. Prerequisite, French 1. Delson.
- 4 (31-32). Beginning Spanish. Grammar, pronunciation, reading, and practice in speaking. Open to all. Both semesters must be completed before credit is given for the first semester. Four credits (one evening a week); both semesters. Olmsted.
- 5 (33-34). Intermediate Spanish. Readings from modern authors. Grammar review. Composition work devoted chiefly to correspondence and commercial practice. Spanish will be as largely as possible the language of the classroom. Open to those who have had Spanish 4 (31-32) and are approved by the teacher. Four credits (one evening a week); both semesters. (Not offered in 1919-20.)
- 6 (40-41, 43-44). ELEMENTARY SPANISH CONVERSATION AND COMPOSITION. Prerequisite, Spanish 1. This course is open to students who have completed the course in either Beginning or Intermediate Spanish. Those who have had only Beginning Spanish and who take this course for credit, if they care to continue, may complete the Intermediate Spanish the following year when it will again be offered. Four credits (one evening a week); both semesters. Olmsted.

SCANDINAVIAN

- Modern Norwegian Literature. Works in the original of Wergelund, Welhaven, Moe, Björnson, Ibsen, Lie, Kielland will be studied. Also the Landsmaal movement. Two credits (one evening a week); first semester. Bothne.
- 2. Modern Norway from 1814, in English. Lectures and translated works of modern authors. The aim of the course is to make students familiar with modern Norway. One evening a week; second semester. Bothne.
- 3 (10f, 11w). ADVANCED SWEDISH. Review of grammar, a brief survey of the history of Swedish literature and study of selected works of representative authors. Some attention given to the history and mythology of Sweden. Open to those who have had one year of Swedish in the University or its equivalent. Two credits (one evening a week); first semester. Stomeerg.

ADDITIONAL COURSES

Many advanced courses not listed in this bulletin will be given upon the request of any responsible individual or group willing to organize a sufficiently large class to insure the success of the undertaking.

DEPARTMENT OF BUSINESS INSTRUCTION

The following courses are arranged with a view to meet the needs of those who desire special training for the higher business positions. Business is rapidly becoming a profession, or rather the business field is opening up several professions, among which are accountancy, banking and finance, advertising, and salesmanship. The University through its General Extension Division is attempting to afford a preparation for these professions, as it has long done for the professions of law, medicine, engineering, and the like.

The time appears to be approaching when it will be just as necessary for one to secure special training for business positions as it is now to secure training for the learned professions. It is recognized, too, that the rewards for those trained for the business professions are fully as great both financially and in a social way as they are for those trained for the so-called learned professions. Moreover, experience is proving that the very people whom the General Extension Division is reaching can, while being actively employed during the day, best comprehend and appreciate the kind of instruction the evening classes afford.

The subjects of instruction are divided into three groups of courses of study, viz: those aiding in the preparation for accountancy, those aiding in the preparation for banking, and those having for their object a general business training. In each of these courses certain fundamental subjects, such as business law, economics, and business English, are required. Upon the completion of one of these courses a University Certificate to that effect will be granted.

THE HERBERT C. PALIN ADVERTISING PRIZE

Mr. Herbert C. Palin of Los Angeles, California, has presented a silver loving cup to the advertising class. On this cup is to be inscribed each year the name of the student who, after taking a full year's course in advertising, submits the most constructive plan for an advertising campaign. The cup is to remain in the possession of the winner for one year.

FEES

The fee for these courses is \$45 per year, payable \$22.50 each semester, when registering for three subjects; or \$30 per year, payable \$15 per semester, when registering for two subjects. The fee for a single subject is \$7.50 per semester. This does not include materials.

Special arrangements are made with organizations, clubs, and individual business concerns, whereby instruction may be given to groups of students within the organization at a sum which will somewhat reduce the individual rate per member.

COURSE IN ACCOUNTANCY

This course is designed to meet the needs of two classes of students, namely, those who wish to prepare to take the state C.P.A. examination

with a view to becoming public accountants, and those who aim to fit themselves for responsible positions with private business firms.

For the student who wishes to pursue either object we recommend that he plan to take the regular course herein outlined and thus secure a broad foundation for his work.

Upon the satisfactory completion of this course, the University Certificate in Accountancy will be granted.

Beginning with the year 1917-18 the course requires a total of thirty credits, each one-semester subject counting for two credits. Each subject requires one two-hour class recitation per week for one semester of sixteen weeks.

In order to secure the University Certificate in Accountancy, fourteen credits in Accounting are necessary, including Principles of Accounting A, Principles of Accounting B, Accounting Laboratory A, Accounting Laboratory B, Accounting Practice and Procedure A, and Accounting Practice and Procedure B; six credits in Business Law including Business Law A and Business Law B; two credits in Economics, and two credits in Business English. The student may elect subjects to cover the remaining six credits.

Students of experience and some maturity may join the classes by registering as auditors, in case they do not care to secure credit for the course toward a certificate in Accountancy. These students will not be called upon to take part in the discussions nor to turn in work which is required of students registering for credit. In this way the University hopes to make available the benefits of the courses to those who feel they lack the opportunity or time to do the work regularly required in the course.

The following subjects are required for the course:

7. 1. Principles of Accounting A (2) Auditing A (2) Auditing B (2) 2. Principles of Accounting B (2) 3. Accounting Laboratory A (1) Cost Accounting (2) 4. Accounting Laboratory B (1) 10. Business Law A (2) Business Law B (2) 5. Accounting Practice and Procedure 11. Business Law C, D or E (2) 12. 6. Accounting Practice and Procedure 13. Economics (2) B (2) 14. Business English (2) 15. Elective subjects (6)

COURSE IN BANKING AND FINANCE

This course is designed to meet the needs of two kinds of students: (1) those who are preparing for, or who are now engaged in, such financial callings as banking, corporation management, stock and bond brokerage, credit work, or financial journalism; and (2) business men who wish to utilize in the upbuilding of their particular business all of the modern scientific knowledge of a practical financial nature.

University Certificate in Finance

Those students who wish to secure a thoro knowledge of finance, and an adequate knowledge of general business for a financial occupa-

tion, are urged to arrange their registration so as to obtain the Certificate in Finance as offered by the University.

Beginning with the year 1917-18 this certificate will be granted to those who complete a total of thirty credits distributed as follows:

Principles of Economics (2) Banking Practice (2) Investments and Speculation (2) Corporation Finance (2) Business English (2) Principles of Accounting A (2)

Principles of Accounting B (2) Business Law A (2) Business Law B (2) Business Law C or D (2) Elective subjects (10)

The American Institute of Banking

The American Institute of Banking recognizes the evening courses of the General Extension Division at the University of Minnesota as fulfilling all the requirements of its educational department. Students who complete these courses in Finance are accredited by the Institute without further examinations or formality.

By this arrangement, the members of the Minneapolis, St. Paul, and Duluth chapters of the American Institute of Banking may obtain the A. I. B. Certificate upon completion of Economics (2 credits), Banking (2 credits), and Business Law (4 credits).

The advanced courses in Finance coincide with the requirements of those who wish to receive the title of Associate from the Institute for postgraduate study.

GENERAL BUSINESS COURSE

For the benefit of those students who do not care to specialize in either accounting or in finance, yet wish to secure recognition as having completed a definite group of subjects, the following course is arranged. It is likely that certain of the subjects herein outlined will be more fully developed, and later, together with the fundamental subjects, form courses in themselves.

It is planned that each of these courses will furnish a preparation for a definite calling, such as advertising, salesmanship, and sales management, railroad traffic, and office management.

The University Certificate in General Business

Beginning with the year 1917-18 this certificate will be granted to those who successfully complete a total of thirty credits distributed as follows:

Business English (2) Business Law A (2) Business Law B (2) Economics A (2)

Principles of Accounting A (2) Principles of Accounting B (2) Elective subjects (18)

(These electives should be selected with a view to specializing in some particular field, as in Advertising and Selling, in Railroad Traffic, and the like.)

DESCRIPTION OF SUBJECTS

ACCOUNTING

The various courses in Accounting are designed to subdivide the work in order that there may be proper sequence as well as to make possible sufficient emphasis on each phase of the subject. In the first year the subdivision is as follows: first, a series of lectures and discussions in the principles of accounting; and second, the putting of those principles to practical application by the working out of specific problems. Students not desiring to specialize in Accounting may elect to omit this latter course, i.e., Accounting Laboratory A and B, but all taking the laboratory courses are required to take the corresponding courses in Accounting Principles.

- 1. Principles of Accounting A. Fundamental classification of the balance sheet and operating accounts. The books and records primarily essential to disclose the data necessary for such balance sheets and operating accounts. Special discussions on the trading margin, operating expenses, etc. Various bookkeeping and accounting operations, such as accruals, deferred charges; special systems of handling accounting data, such as departmentization of accounts, imprest cash systems, the treatment of controlling accounts and auxiliary ledgers; preparation of simple working sheets and statements. Two credits (one evening a week); first semester. Preston.
- 2. Principles of Accounting B. Continuation of Principles of Accounting A with more special reference to manufacturing and corporation accounts; treatment of good-will and depreciation, accountant's working sheet; adjusting of surplus, sinking funds, and reserve accounts; drafting condensed balance sheets and income statements. Two credits (one evening a week); second semester.
- 3. Accounting Laboratory A. The working out of practical problems covering the subject-matter discussed in Principles of Accounting A, under the guidance of an instructor. One credit (one evening a week); first semester. Preston.
- 4. Accounting Laboratory B. Work of a similar kind covering the subject-matter discussed in Principles of Accounting B. One credit (one evening a week); second semester.
- 5. Accounting Practice and Procedure A. An advanced course for the accounting student following the study of Accounting Principles. The object of the subject is twofold; first, to familiarize the student with the peculiar accounting problems of business; and, second, to afford the student the means to secure that necessary insight and skill which practicing accountants must possess in order to meet the demands made upon them. The subject-matter is presented chiefly by

means of a more or less exhaustive study of a representative business. The work consists of the following: (a) a study of the distinctive group of accounting problems which are likely to arise in a business organization through a series of years and the scientific solution of those problems; (b) a study of the accounting problems peculiar to representative business other than manufacturing and selling. The manner of presenting the subject is essentially practical, the students being required to work out for themselves problems similar to the ones studied. Two credits (one evening a week); first semester. Rotzel.

- 6. Accounting Practice and Procedure B. A continuation of Course 5. Two credits (one evening a week); second semester. Rotzel.
- 7. Cost Accounting. The elements of cost, i.e., prime cost and indirect expense or burden, kinds of cost accounting, continuous process and production order costs. The materials ledger. Methods of accounting for labor. Methods of distributing indirect or "overhead" expense. The machine rate method, and when applicable. Methods of compensating labor. Predetermined standard costs, and their relation to "scientific management." The cost ledger and its relation to the general ledger.

Modern industry demands that each plant be equipped with adequate accounting facilities for ascertaining the cost of operation. These costs are necessary to show, first, the profitableness of each branch of the industry so as to enable the management to push the profitable, and to drop the unprofitable, lines, or to place them upon a paying basis; second, the cost of each article as a basis of price making; third, so far as possible, the cost of each operation, so as to enable the management to plan economies in the operation of the plant. Two credits (one evening a week); first semester.

- 8. AUDITING A. This course is essentially practical and is intended only for those whose previous training in the principles of accounting has been sufficient to enable them to be benefited by this advanced work. The chief aim will be to give students the training necessary to enable them to conduct audits and investigations either as private auditors or public accountants; to set up accounts for various purposes as a result of such audits or investigations and to prepare suitable reports thereon. Two credits (one evening a week); first semester. Rotzel.
- 9. AUDITING B. A continuation of Course 8. Two credits (one evening a week); second semester. ROTZEL.

BANKING AND FINANCE

21. Banking. The documents created by transactions in goods; the function of a bank in aiding industry; the steps in organization of national or state banks; corporate powers, rights, and liabilities of stockholders

and directors; bank administration and the various offices and departments; deposits, depositors, and receiving tellers; bank reserves and circulating notes; the clearing-house, handling country checks, and transit departments; collections; domestic exchanges; foreign exchange; discounts and collateral loans; credit department; how profits are made on government deposits, by note issue, in buying and selling exchange, by analysis of depositor's accounts; accounting methods and general balances; examination; supervision and reports; and bank policy from the analysis of local bank reports.

This course aims to explain the various functions of an up-to-date bank and to teach the methods by which its work is accomplished. A careful survey will be made of the economic basis, legal status, accounting methods, and financial problems of banking as carried on by large commercial institutions having a full complement of banking operations including city, country, and foreign business. The method of presentation comprises reading references, lectures, review questions, and use of the blackboard for all computations. Two credits (one evening a week); first semester. EBERSOLE.

22. Money and Credit. The origin, evolution, and functions of money; the gold standard, forms of money current in the United States; government paper, bank notes, and deposit currency described and analyzed; credit and its effects; the causes of general price changes; various types of standards and currency systems including bimetallism and the gold exchange standard; discount rates, the problem of securing an elastic currency, and the distribution of the world's gold between the nations; the problem of securing an ideal money. Textbook and money-market articles in current newspapers will furnish material for discussion.

A thoro understanding of the character and functions of money and of the principles of credit is the cornerstone of modern business intelligence. This course in money and credit constitutes an interesting and scientific treatment of the forces that determine value and prices, of the processes of exchange, and of the many forms of media of payment represented by monetary and credit instruments. Two credits (one evening a week); second semester. EBERSOLE.

23 (145). Corporation Finance. The evolution of the private corporation and its relation to other business units; the organization of a corporation; charters and articles of association; directors and officers, manner of their selection, their functions and responsibilities; forms of corporation stocks and bonds and their respective legal and financial characteristics; the marketing of securities; capital and revenues; intangible values; books and accounts; dissolutions, consolidation, and reorganization; trust and holding companies; the taxing of corporations; corporation statistics; the preparation and analysis of corporation reports; the corporation before the law.

Modern business in all of its major forms is directed through corporate organization. The course in corporation finance is designed to give the student such a knowledge of corporations and their administration as to make clear the general organization of industry and commerce. Texts will be extensively supplemented by informal lectures, class discussions, and topical essays. Two credits (one evening a week); second semester. Epersole.

24 (142). Investments and Speculation. Stocks, bonds, endowments, annuities, and other forms of investment considered with regard to their security, income, and opportunity for rise or fall in value. The social process of saving and investment; the investment fund; various classes of investments; the criteria of a good investment applied to government, corporation, and real estate loans; railroad, industrial, timber, and mining securities compared; the laws of investment values. Stock exchange operations; money market and other influences affecting prices; analysis of present fundamental conditions. The actual operations upon the stock and produce exchanges are used to illustrate the study of speculation, and the course of the markets and the bank rates is closely followed as a basis of deduction in the analysis of cause and effect. Textbook and interpretation of financial quotations and reports. Two credits (one evening a week); second semester. Ebersole.

BUSINESS LAW

Note: The subjoined courses in Business Law give credit toward a University degree only to those students who have earned six credits in Political Science or six in Economics or three in each. Students who have not met these prerequisites may, however, take these courses for credit toward one of the University Certificates in business. Specially qualified and mature extension students may petition for University credit.

31. Business Law A—Contracts and Agency. Contracts: Definition of a contract; offer and acceptance; special formality; consideration; capacity of parties; contractual powers of minors, or persons mentally deficient, and of married women; reality of consent, mistakes, misrepresentation, fraud, undue influence, legality of object; the operation of contracts; assignment of contracts; interpretation of contracts; methods of discharging contracts.

Agency: Methods of forming agencies; methods of terminating agency; the rights and obligations of principals, agents, and third parties. Text, lectures, and cases. Two credits (one evening a week); first semester. Smiley.

This course is fundamental and must be completed before registration will be accepted for other courses in business law.

32. Business Law B—Sales and Negotiable Instruments. Sales: Sales of personal property; definition of a sale and its distinction from a bailment; when the title passes to the buyer; what title passes; rights

of the seller (a) to set the contract aside on the ground of fraud, (b) to enforce lien for the purchase money, (c) to obtain stoppage in transit; rights of the purchaser (a) to demand goods of a certain quality, (b) to demand warranty of the purchaser's title.

Negotiable Instruments: Nature and characteristics: (a) definitions and characteristics, (b) uniform negotiable instrument law; form; (a) what a negotiable instrument must and must not contain, (b) non-essential, (c) effect of blanks and delivery; negotiation: (a) negotiation, indorsement, and delivery, (b) holder in due course and his rights; maker's and acceptor's contract: (a) maker's contract on a promissory note, (b) acceptor's contract on a bill of exchange, (c) presentment of a bill of exchange for acceptance; drawer's and indorser's contract: (a) drawer's contract on a bill of exchange, (b) indorser's contract on a bill or note, (c) presentment for payment, (d) notice of dishonor, (e) protest, (f) checks, (g) position of indorser after liability is fixed. Text, lectures, and cases.

Two credits (one evening a week); second semester. For those who have completed Course 31. SMILEY.

33. Business Law C—Partnership and Corporations. Partnerships: Formation of partnership; articles of co-partnership; methods of terminating partnerships; rights and obligations of partner (a) toward his co-partners, (b) as an agent of the firm, (c) toward the firm's creditors, (d) for an accounting; special partners; limited partnerships.

Joint Stock Companies: How distinguished from ordinary partnerships; how like ordinary partnerships; statutory requirements.

Corporations: Formation of corporations of various classes; terminations of corporations; membership in corporations, methods of transferring interest, fraudulent issuance of stock by corporate officers; rights of stockholders (a) to dividends, (b) to inspect and control corporate affairs; liabilities of stockholders (a) on stock subscriptions, (b) to pay assessments, (c) for the corporate debts; the doctrine of ultra vires; rights and obligations of corporate directors; corporate mergers and consolidations; domestic and foreign corporations. Text, lectures, case assignments, and class discussions.

For those who have completed Course 31. Two credits (one evening a week); first semester.

34. Business Law D—Real Property, Mortgages, Bankruptcy. Real Property: Estates in land, estates held jointly or in common, equitable estates, relative rights of adjoining owners, trespass, easements, sales of real property, the contract to sell, conveyances, wills, mortgages, and liens; landlord and tenant, the lease, assignment and subletting, rent, and remedies for non-payment. Insolvency and bankruptcy. Two credits (one evening a week); second semester.

ECONOMICS AND COMMERCE

41 (1a). ELEMENTS OF ECONOMICS. Utility and valuation; price and the laws of price as applied to competitive and monopolistic conditions; price and the cost of production; the factors of production; the law of diminishing returns; division of labor and its relation to the development of industry; the forces and factors involved in the concentration of industry, including the difference between the agricultural and the mechanical industries; wages, rent, interest, capitalization, enterprise, and business profits, finally, some attention is given to money, credit, banking, and international trade. Two credits (one evening a week); first semester.

This course aims to ground the student in principles that are basic in all economic discussions. The study naturally centers in value and the laws of valuation under the various applications.

42 (3a). Practical Economic Problems (Advanced Economics). Taxation—the tariff, general property tax, corporation taxes, income taxes; labor problems—unionism, trade agreements, strikes and lock-outs, law in reference to labor unions, injunctions, employers' liability, workmen's compensation; railway problems—theory of ratemaking, state and federal control; monopoly problems—economics of big business, intensive study of U. S. Steel Corporation, Sherman Anti-Trust Act, and important legal decisions relating to restraint of trade. Two credits (one evening a week); second semester.

The aim of this course is to study economic principles in their relation to some of the leading questions of to-day.

43. PRINCIPLES OF BUSINESS MANAGEMENT. Principles of organization showing comparative values and uses of line, staff, and combination types. Methods of saving time, money, and energy in the moving of work and materials. Making a scientific analysis of a particular operation, the operation of a department, and the operation of a plant. How to make use of the analysis in reducing waste time, energy, money, and material. Principles underlying the establishment and maintenance of the improved methods and conditions obtained by the above study. These principles include a method of determining upon proper and clearly defined policies and a study of their use and value; the necessity for and proper means of profiting by the experience of others. How to develop business judgment in yourself and your subordinates. The principles governing executive control and the maintenance of discipline; discussion of methods of determining upon a wage scale and legitimate profits; the relation of physical condition to success, and its bearing upon production. Some principles underlying proper management of finances. The relation of home management to industrial and commercial efficiency; the organization and management of the sales department; training the salesman. The general problem of selection of help with a brief outline of a modern system of scientific selection and placement by a study of individual characteristics. No credit toward a degree, two credits for certificate in Business (one evening a week); first semester. Newcomb.

51. Elementary Advertising. This course is intended for those who desire sufficient knowledge of the elements of advertising to prepare reasonably satisfactory copy for newspapers, magazines, street car cards, circulars, and booklets. The fundamental elements of display, layout, headings, and copy are carefully outlined and the student is given practice in the preparation of advertisements.

This course is intended to acquaint the student with what may be called "the tools of advertising" before he undertakes either of the two advanced courses in the planning and preparation of advertising campaigns. No credit toward a degree, two credits for certificate in Business (one evening a week); first semester. Martin, assisted by Miss Cleveland.

52. NATIONAL ADVERTISING. A study of advertising from a new angle. The student puts himself in the place of one having a product for sale, and from the first lesson to the last each lecture is so planned as to give the methods pursued in conducting the many different steps in an advertising campaign.

The student first analyzes the product from the standpoint of its advertisability. He considers the planning of a trademark, the organization of the sales force, the selling points, the prices, and the profits. He then thoroly analyzes the market, chooses the advertising mediums most adaptable to his particular campaign, and decides on the appropriation.

Students will be furnished with pamphlets for these lectures which will give reference to practically everything which has so far been published on subjects taken in the course. In this way the experience of probably three hundred of the leading advertising men of this country will be available to the student. No credit toward a degree, two credits for certificate in Business (one evening a week); second semester. Martin, assisted by Miss Cleveland.

61. Salesmanship. A course for insurance men, specialty men, traveling salesmen. Lectures and demonstrations on the principles underlying successful salesmanship, as follows: the proper approach; securing attention; arousing interest; creating desire; closing the sale; the psychology of salesmanship; the use of suggestion in selling; the use of argument.

The chief feature of the work will be the demonstration sales. So far as possible each student will be given an opportunity to take part in a sufficient number of demonstrations that he may apply the principles laid out in the course. No credit for degree, two credits for certificate in Business (one evening a week); each semester.

71. RAILWAY TRAFFIC AND RATES. The course covers the changed conditions under which the traffic of the country is now being handled. The railroads do not compete but are operated by the United States Railroad Administration. The orders, rules, and regulations of the Administration are studied and the lessons further embrace the practical application of the Act to Regulate Commerce and other laws and regulations; the correct compilation of tariffs; methods under which rates are published by other than the line over which they are applicable; the classifying of freight; classifications and their peculiar exceptions: the principal rate bases: such as all-rail, rail-and-lake, etc.; tariffs, rules and regulations governing domestic, export, and import traffic and the principal commodities; the routing and mis-routing of freight: various methods of loading and offering freight for shipment: tracing of freight; presentation and adjustment of claims; the cancellation, suspension, and restoration of rates and tariffs; "privileges" such as transit handling of grain, storage, diversion, etc.; rulings of the Interstate Commerce Commission are referred to in the lectures and rates are quoted from current tariffs and classifications. Four credits (one evening a week); both semesters.

ENGLISH AND SPANISH

Business English. Not a lecture course nor a dry, prosy study of technical English grammar and composition, but a new practical course designed for business men and women who recognize the value of a command of English for business and every-day writing and conversation. The main object of the course is to acquaint the student with the various types of business letters, reports, etc., and to teach him how to write and use them effectively. A secondary object of the course is to show students how training in expressionwritten or oral-is primarily training in thinking and analysis and hence is a very real stimulus to general business efficiency. The types of letter to be studied include complaint and answer, reminder, acknowledgment, recommendation, application, collection, form, follow-up, sales, inter-departmental, and composite. Students will be expected to write letters and take part in the weekly discussions of actual problems in business correspondence. No textbook is required. Typewritten synopses of lessons, furnished each week, provide the student with a cumulative text. Ability to write simple, grammatically correct English is a prerequisite to this course. No credit toward a degree, two credits for Certificate in Business (one evening a week); first semester. Repeated second semester.

- 83. Public Speaking. For description see Department of Collegiate Instruction. One evening a week; both semesters. RARIG.
- 90. Spanish. For description see Department of Collegiate Instruction. One evening a week; both semesters.

DEPARTMENT OF ENGINEERING INSTRUCTION

The demand for men specially trained in engineering has been steadily increasing each year. Every branch of the profession has been calling for the services of trained men. By trained men is meant those who can plan work and use good engineering judgment in any given project.

President Woodrow Wilson emphasizes this when he says:

"My attention has lately been called in particular to the falling off in the number of engineering students and this has given me a good deal of concern, because it is not only immediately necessary that as many students as possible should prepare themselves for engineering duties in the Army and Navy, but it is also of the first consequence to the country that there should be an adequate supply of engineers for the period of reconstruction which must follow the war. Not only has technical training become of enormous importance in military operations, but the rôle of the engineer has become more and more important in every process of our industrial life."

To meet this demand the General Extension Division now offers groups of courses in Architecture, Civil Engineering, Electrical Engineering, and Mechanical Engineering. These course groups are arranged to be completed in either two- or three-year periods and are planned primarily for workers in industrial establishments.

The subject of engineering is one that requires very thoro study, and no step should be neglected. These courses have been laid out with great care, and are especially adapted to the needs of men working in shops and other industrial and manufacturing establishments, to the end that such men may have added to their practical training a technical and theoretical knowledge which will enable them to advance more rapidly in their chosen line of work.

It has been found that many persons register who can not take the work with any great profit to themselves because of inadequate preparation. For this reason it is desirable that students should consult with the Director of the General Extension Division before taking up any course, so that they may have proper guidance and direction.

Students who have had sufficient preparation need not start at the beginning, but may take up the work at the point where they can pursue it with advantage.

These courses also offer an opportunity to college graduates, who may wish to specialize in some subject not covered in their regular college work.

When the student completes any one of these consecutive courses, a certificate to that effect from the University of Minnesota will be given.

Each student will be required to take a course in "English for Engineers" before a certificate will be granted.

FEES

The fee for these courses is \$45 per year, payable \$22.50 each semester, when registering for three subjects; or \$30 per year, payable \$15 per semester, when registering for two subjects. The fee for a single subject is \$7.50 per semester. This does not include materials.

Special arrangements are made with organizations, clubs, and individual business concerns, whereby instruction may be given to groups of students within the organization at a sum which will somewhat reduce the individual rate per member.

THREE-YEAR COURSE

The following courses, arranged to be completed in three years of two evenings a week, may also be finished in two years of three evenings a week. The work is divided into two semesters per year, and each semester of the engineering extension classes will be sixteen weeks long.

ARCHITECTURE

FIRST YEAR

First Semester
Elementary Architectural Design

Second Semester

Elementary Architectural Design

SECOND YEAR

First Semester

Second Semester

Intermediate Architectural Design Shop Mathematics Intermediate Architectural Design Mechanics, Strength of Materials

THIRD YEAR

First Semester

Second Semester

Advanced Architectural Design Structural Design Advanced Architectural Design Reinforced Concrete

If a class of twelve or more request it, the two following subjects may be taken during the first year:

Freehand Drawing

Architectural History

CIVIL ENGINEERING (For Office Men)

FIRST YEAR

First Semester

Second Semester

Shop Mathematics Mechanical Drawing Shop Mathematics—Advanced Structural Drafting

SECOND YEAR

First Semester

Second Semester

Applied Mechanics Elements of Structural Design Strength of Materials Structural Design—Advanced

THIRD YEAR

First Semester

Reinforced Concrete
Roof Trussed Bridges—Design

Second Semester Reinforced Concrete Design Bridge and Building Design

CIVIL ENGINEERING (For Field Men)

FIRST YEAR

First Semester

Shop Mathematics Lettering and Sketching

Shop Mathematics-Advanced

Second Semester

Second Semester

Second Semester

Mapping

SECOND YEAR

First Semester

Plotting and Calculation Plane Surveying

Municipal Engineering

Stadia and Topographical Surveys

Curves and Earthwork

THIRD YEAR

First Semester

Railways

Municipal Engineering

ELECTRICAL ENGINEERING

FIRST YEAR

First and Second Semesters

Shop Mathematics

Highways

Elementary Electricity

SECOND YEAR

First Semester

Alternating Currents Mechanical Drawing

Applied Mechanics

Second Semester

Alternating Currents Mechanical Drawing

Strength of Materials

THIRD YEAR

First Semester

Direct and Alternating Current Machinery

Telephony

Steam Boilers and Engines

Electrical Experiments

Second Semester

Central Power Stations

or Telephony Engine Testing

OF

Electrical Measurements

Alternates in the third year will be given only every other year.

MECHANICAL ENGINEERING

FIRST YEAR

First Semester

Shop Mathematics Mechanical Drawing Second Semester

Shop Mathematics-Advanced Mechanical Drawing

SECOND YEAR

First Semester

Applied Mechanics Advanced Shop Work

or Elementary Electricity Second Semester

Strength of Materials Heat Engines

or

Plumbing

THIRD YEAR

First Semester

Shop Management and Pattern

Construction

or

Heat Engines

Heating and Ventilation

or

Mechanical Equipment of Buildings

or

Experimental Laboratory

Second Semester

Steam and Gas Laboratory

or

Central Stations Alternating Currents

or

Elementary Machine Design

DESCRIPTION OF COURSES

- 1. ARCHITECTURAL HISTORY. Twelve lectures illustrated with lantern slides, covering the ancient and Renaissance periods. One evening a week; second semester. Forsythe.
- *2. ELEMENTARY ARCHITECTURAL DESIGN. Shades and shadows and wash rendering. Architectural elements such as doors, windows, moldings, and the architectural orders; general drawing, exercises, and lectures in the application of these elements to simple problems in design and a survey course of lectures in architectural history illustrated by lantern slides. Open to high-school students who have had mechanical drawing, to those who have had one year or more in an architect's office, and to those who, in the opinion of the instructors, have had equivalent experience. Two evenings a week; both semesters. Monday and Thursday evenings, 7:30-9:30. Forsythe.
- *3. Intermediate Architectural Design. Regular Class B "Analytique" or Order Problems of the Society of Beaux Arts Architects, or equivalent designs in architectural problems from the regular course of the University of Minnesota. Open only to those who have completed Course 2, or who have had two years or more in an architect's office, or have had equivalent preparation in an architectural school. Two evenings a week; both semesters. Monday and Thursday evenings, 7:30-10:00. Fee, \$5 a problem, or \$10 a semester. Forsythe.
- *4. Advanced Architectural Design. Class B, Plan Problems, and Class A, Problems of the Society of Beaux Arts Architects, or equivalent design problems from the regular course in architecture at the University of Minnesota. Open only to those who have completed the required "Analytique" or Order Problems, or to those who have had one or more years of design in any architectural school. Two evenings a week; both semesters. Monday and Thursday evenings, 7:30-10:00. Fee, \$5 a problem, or \$10 a semester.

Note.—Regular instruction will be given on Monday and Thursday evenings, but students in these classes may work in the drafting rooms of the architectural department on other evenings, except Sunday.

^{*} Courses thus marked will be offered during the first semester of the year 1919-20.

- 5. Freehand Drawing. Drawing from casts and from memory. Details of the figure and architectural ornament in charcoal, pencil, pen and ink. Two evenings a week; both semesters. Tuesday and Friday evenings, 7:30-9:30. Fee, \$7.50 a semester. Forsythe.
- MAP DRAWING. (a) Farm and city plats. (b) Real estate display
 maps. (c) Landscape architect's maps. (d) Topographic and hydrographic symbols. One evening a week; second semester. Zelner.
- 7. LETTERING AND TITLES FOR ENGINEERS. Principally freehand Reinhardt lettering. Title lay-outs and lettering. One evening a week; first semester. Zelner.
- *8. Plane Surveying. Elements of plane surveying relating to method of chain compass, transit and stadia surveys; leveling; methods of keeping field notes; determination of area of irregular plots; computation and plotting of field notes; care, use, and adjustment of instruments; methods of subdivision of the United States public lands. One evening a week; first semester. Cutler.
- 9. Curves and Earthwork. Mathematics of simple, compound, and spiral curves; preliminary and location surveys; plotting or profiles; vertical curves; cross-sectioning and computation of earthwork volume; methods of computation of overhaul; mass diagram, right-of-way and station ground maps. One evening a week; second semester. Cutler.
- 10. Concrete Materials: Selection and Tests. This course will cover the selection of materials entering into concrete, their properties and the tests to be applied. A study will be made of the proper combinations to obtain the best mixtures for given constituent materials at the lowest cost. Local materials will be used and those pursuing the course will make their own specimens and perform all the tests. One evening a week: first semester. Holman.
- *11. REINFORCED CONCRETE. Covers the elements of the theory and practical design of reinforced concrete structures, including floors, roofs, walls, columns, foundations, and retaining walls. One evening a week; both semesters. HOLMAN.
- *12. Structural Design. This course will include a treatment of structural mechanics and stress computation, and the elements of the principles and practice governing the design of tension and compression members, beams, girders, and columns. Prerequisite: An elementary working knowledge of mathematics through trigonometry, and some knowledge of elementary physics. One evening a week; both semesters. Maney.
- *13. ELEMENTARY ELECTRICITY. This course will start with the simple laws of magnetism, and advance through the theory of direct current machinery. Special attention will be given to direct current motors

^{*} Courses thus marked will be offered during the first semester of the year 1919-20.

and generators, armature windings, commutators, and wiring diagrams. The course will be of value to those who wish to take up the study of alternating current machinery and power plants. Experiments will be made throughout the course. One evening a week; both semesters. RYAN.

- *14. ELEMENTS OF ALTERNATING CURRENTS. An experimental study of alternating currents, including the modifications of Ohm's law to include effects of inductance and capacity, the fundamental principles of the impedence coil, transformer, generator, motor, telephone transmitter and receiver, and the like. One evening a week; both semesters. Edwards.
- 15. DIRECT AND ALTERNATING CURRENT MACHINERY. The operation and maintenance of direct and alternating current generators, motors, and electrical measuring instruments. A textbook by J. H. Morecroft will be used. One chapter will be taken each week, and a number of experiments will be made throughout the course. One evening a week; second semester. Ryan.
- *16. EXPERIMENTAL ELECTRICITY. This course is provided for those students who have completed the course in Elementary Electricity. The course consists of experiments that each student should perform for himself, and the laws of electricity and magnetism will be fully developed. One evening a week; both semesters. Martin.
- 17. Power Station Electrical Apparatus. A study of the problems involved in the operation and maintenance of direct and alternating current generators and motors, switchboards, electrical measuring instruments, and storage batteries. This course is designed for men connected with central stations and isolated plants. One evening a week; second semester. Ryan.
- 18. Elements of Telephony. Nature of voice sounds, construction and operation of receivers and transmitters, reading blue-prints and circuits, magneto and central-energy circuits, the electro-magnet as used in telephony, batteries and other generating apparatus, signalling apparatus. Some previous knowledge of alternating currents is desirable, but not absolutely necessary. The treatment will be elementary, using only simple mathematics. Experimental illustrations will be given so far as practical. One evening a week; second semester. Shepardson.
- *19. Shop Mathematics. This course is designed to meet the needs of shopmen, and affords an opportunity to take up engineering work of a higher grade. Practical shop problems will be thoroly discussed. This course together with one in drafting is essential for all other engineering branches. It will cover the subject of fractions, decimals, percentage, weights of materials, areas and volumes, thread cutting,

- gearing, belts and pulleys, the milling machine, and a general drill in equations and the use of formulae. One evening a week; both semesters. Edwards.
- 20. Algebra. A thoro course in elementary algebra, including the fundamentals, factoring, law of exponents, simple, simultaneous and quadratic equations, square and cube root, and the general application of the subject to practical problems. One evening a week; both semesters. Edwards.
- 21. Geometry. A short course covering the first five books of plane geometry with numerous original exercises and theorems. One evening a week; both semesters. Edwards.
- *22. Trigonometry. This course is designed for those who have had the subject of algebra and geometry and wish to pursue civil engineering studies. The solution of right and oblique triangles will be thoroly discussed and practical plane surveying problems will be given special attention. One evening a week; both semesters. EDWARDS.
- 23. ELEMENTARY APPLIED MECHANICS. A short, practical course in elementary mechanics designed to meet the needs of students who have had a limited training in mathematics. Numerical calculation, simple graphical calculations, forces, simple machines, work, power, and energy. One evening a week; first semester. Brooke.
- 24. Strength of Materials. An elementary course on the strength of materials, designed to follow the course in applied mechanics. The subjects to be treated are: the properties of materials, stress and strain, elastic and ultimate strength, deformations, principle of moments, moment of inertia, simple stresses, shear, riveted joints, the general elementary theory of beams, columns, and shafts. One evening a week; second semester. Brooke.
- *25. Testing of Materials. Investigation of the physical properties of various metals and other engineering materials, including the more common grades of commercial steels, wood, cement, concrete, ropes, cables, belting, chains, etc. Supplemented by lessons on the various materials of construction and standard methods of testing. One evening a week; first semester. Shoop.
- 26. Engine and Power Plant Testing. This course is intended for stationary engineers who wish to become more efficient in their line of work. The course will consist of lessons supplemented by experimental demonstrations illustrative of certain portions of the work. Actual problems arising in power plant testing will be worked out in class with complete explanations and instruction for their solution. The laws of mechanics, heat, power, work, and energy will be applied to engine and power plant testing. One evening a week; first semester. Shoop.

Courses thus marked will be offered during the first semester of the year 1919-20.

- 27. HEAT ENGINES. This is an elementary course required for all engineering students. It relates especially to the steam engine and boiler, the steam turbine, and the gas engine. Attention is given to the different types of engines, boilers, and gas engines. The general problem of a modern power plant is considered for the benefit of those who do not devote further time to the subject. One evening a week; both semesters. Martenis.
- 28. Pattern Making. A series of lessons on the theory and practice of pattern making. Open to mechanics and apprentices who are able to take the work with profit to themselves. A further course is offered to teachers who are now teaching manual training and desire to take up a more advanced branch of the work. This course can also be taken advantageously by those of mature years who wish to become teachers of manual training. One evening a week; first semester. Richards.
- 29. Plumbing. This course is designed to meet the needs of the practical shop man and will cover the principles of plumbing and the best practice in use at the present time. It is hoped that a standard text will be available. One evening a week; second semester. Martenis.
- 30. Heating and Ventilating. The course will cover present heating and ventilating practice and is designed for heating contractors and others desirous of obtaining a fundamental knowledge of the subject. The plan of instruction includes a study of heat; methods employed for heating and ventilating buildings of various kinds; piping systems and temperature regulation. One evening a week; first semester.
- *31. ELEMENTARY MECHANICAL DRAWING. This is a beginning course and includes the use of the drawing materials and instruments, lettering, drawing views, dimensioning, reading from blue-prints, making of machine and structural drawings, etc. The various steps are taken up in order and the amount of progress possible is largely dependent on the amount of outside time at the student's disposal. One evening a week; both semesters. French.
- *32. TEACHERS' COURSE IN MECHANICAL DRAWING. This is a special course offered to those who teach drawing in the grade and high schools and who wish to acquaint themselves better with standard drafting room practice. One evening a week; both semesters. French.
- *33. Mechanical Drawing for Women. This is a special course offered to women students preparing them to meet the recently increased demand for their services in drafting rooms on tracing work, drawing work, etc. This course will be in part similar to Course 31. One evening a week; both semesters. French.

- *34. Advanced Mechanical Drawing. A practical course in drafting and drafting room methods taking up the detail of machine parts as fastenings, screws, bolts, rivets, and rivet joints; keys, cotters and pins; pipe and pipe fastenings; bearings and journals, pulleys and belting; spur gears, bevel gears, and spiral gears; cams, link motions, etc.; the application of empirical design and the principles of mechanics; assembly, diagrammatic and layout drawings. It is assumed that the student has a previous knowledge of drawing equivalent to Course 31. One evening a week; both semesters. Rowley.
- 35. English for Engineers. A course in practical English, designed to meet the professional needs of engineering students. The material of this course will include business letters—about twelve types; reports; estimates; instructions, etc. Some attention will be given to oral English. The underlying purpose of this course is to acquaint the student with the various kinds of business letters, reports, etc., and to teach him how to prepare and use them effectively. A secondary purpose is to show the prospective engineer that training in expression—written or oral—is training in clear, straight thinking and hence is a real stimulus to general efficiency. Students will be expected to do a certain amount of writing and to take part in the weekly discussions of problems bearing upon the work of the course. Ability to write simple, grammatically correct English is a prerequisite to this course. One evening a week; both semesters. Nichols.
- *36. CALCULUS. A short course in calculus will be offered to those who have completed trigonometry. Stress will be laid upon the various derivatives and their application to tangents, normals, evolutes, involutes, envelopes, and maxima and minima. A few of the more important integrals relating to engineering will be given. This course is intended to give the student a working knowledge of calculus and the value it has in the engineering field. One evening a week; both semesters. EDWARDS.
- 37. THEORY OF ENGINEERING. A general course given to those students who have had two years training in engineering work. This course includes the practical application of the fundamentals to engineering problems. Only students who have taken Courses 11, 12, 13, 14, 19, 21, 22, 23, 24, 31, are eligible. Kent's Mechanical Engineers' Pocket Book will be used as a text. One evening a week; both semesters. Edwards.

^{*} Courses thus marked will be offered during the first semester of the year 1919-20.

CERTIFICATE HOLDERS OF 1917

On May 25, 1917, the following persons were granted University business certificates in the courses indicated:

Certificates in Accounting

Bayley, Charles S., Minneapolis Cottor, Emil F., St. Paul David, Charles A., Minneapolis Haselbeck, Henry, St. Paul Loberg, James M., Minneapolis McHenry, Robert D., Minneapolis Schwartz, Solomon, Minneapolis Smith, Arthur V., Minneapolis Wing, Llewellyn F., Minneapolis Wood, George, Minneapolis

Certificates in General Business

Gruber, J. Jeffry, St. Paul

Kennedy, Thomas F., Minneapolis

Rose, Carrol H., Minneapolis Certificates in Finance

Berry, Harry E., Minneapolis Danielson, Andrew W., St. Paul Johnson, Evan M., Minneapolis Jones, Earl R., Minneapolis

CERTIFICATE HOLDERS OF 1918

On May 28, 1918, the following persons were granted University business certificates in the courses indicated:

Certificates in Accounting

Erblang, Alphonse A., St. Paul Gustafson, Victoria, Minneapolis Linnerooth, Sidney, St. Paul Nimerfroh, Gertrude, Minneapolis

Welliver, Le Roy, Minneapolis

Certificates in General Business

Corcoran, John J., St. Paul

Melamed, Louis, St. Paul

Schaffelke, Henry A., St. Paul

Certificates in Finance

Oberg, Ezra, Minneapolis

In Absentia

Hauge, Arthur, Certificate in General Shannon, Thomas, Certificate in Ac-Business counting

CERTIFICATE HOLDERS OF 1919

On May 26, 1919, the following persons were granted University business certificates in the courses indicated:

Certificates in Accounting

Gothe, Oscar E., St. Paul Johnson, Lillian P., Minneapolis Melamed, M. L., St. Paul Schmal, G. P., Minneapolis

Certificates in General Business

Barton, A. D., Minneapolis

Ekblad, E. G., Minneapolis

REGISTRATION 1918-1919

SIGNIFICANCE OF SYMBOLS

- * Also in St. Paul Business.
- ** Also in St. Paul Collegiate.
- *** Also in Engineering.
 - † Also in Minneapolis Business.
- †† Also in Minneapolis Collegiate.

DEPARTMENT OF COLLEGIATE INSTRUCTION

MINNEAPOLIS

Abbott, Jessie, 2618 Fremont Av. No. Abrahamson, Paul Kenneth, 206 Howard St. S.E.

Abromovitz, Bertha, 912 14th Av. So. Adams, Marguerite E., 204 W. Grant St. Adams, Narcissa E., 3136 Portland Av. Afdem, Hilda, 2101 Knapp St., 'St. Paul

Alder, Gottlieb, 1642 Sherburn Av., St. Paul

Aldrich, Malcolm, Hopkins, Minn.
Alexander, Jean H., 628 S.E. 4th St.
Allee, Anne M., 2437 14th Av. So.
Allen, Ethel L., 1112 8th St. S.E.
Almquist, H. E., 4337 Zenith Av. So.
Alsworth, Ida, 2709 Humboldt Av. So.
Amonson, Maude, 1800 13th Av. So.
Amonson, Nettie, 1800 13th Av. So.
Anderson, Mrs. Alvin M., 1629 7th St.
S.E.

Anderson, Bertha L., 52 South 10th St. Anderson, Bessie, 1107 Harmon Place Anderson, Flama C., General Delivery Anderson, Hilda A., West High School Anderson, Margaret E., 78 Willow St. Angell, Laura W., 909 Summit Av. Angle, Ulynia, 3316 Girard Av. S. Anthony, Maude Retta, 3906 Thomas Av. S.

Apfeld, Josephine J., 3032 Irving Av. S.

Arthur, Beatrice M., 2716 Chowen Av. Aschenbeck, A. G., 731 4th Av. N. Austin, Alice A., 2818 1st Av. S., Flat C

Austin, Harriet, 2646 Fremont Av. N. Auxer, Mrs. Caroline C., 4307 Dupont Av. N.

Aves, Edith F., 511 Kenwood Parkway Babcock, M. Vinette, 3824 1st Av. S. Bacon, Eleanor J., 1310 S. 7th St. Baker, Janet M., 3030 Aldrich Av. S. Bakker, Gertrude, 719 E. 16th St. Baldwin, Louise Virginia, 2219 S. Dupont Av. Bancroft, Ella M., 3707 1st Av. S. Banker, May L., 3314 Elliott Av.

Banker, May L., 3314 Elliott Av.
Parber, Henry H., 2304 Oliver Av. S.
Barber, Laura, 3232 2nd Av. S.
Barnard, Florence, 2507 Logan Av. N.
Barnes, Bernice, 2008 Bryant Av. S.
Barron, Nora M., 1275 Curtis Court
Bates, Dwight E., Hopkins, Minn.
Bauman, Helen L., 91 Ash St.
Beall, R. E., 3846 Grand Av.
Beaubien, Archie G., 1424 Vine Place
Beck, Eva L., 1322 6th St. S.E.
†Beck, Frieda, 1900 3rd Av. S.
Beggs, T. J., 3240 Dupont Av. S.

Bell, Jane E., 3232 Blaisdell Av.
Bell, Lois E., 602 E. 15th St.
Benjamin, Paul L., 3129 Lyndale Av. S.
Bennett, Mabel, 714 4th St. S.E.
Ber, Adelaide, 3812 Pillsbury Av.
Bercon, J. D., 937 14th Av. S.
Berg, Robert D., 1557 Midway Parkway, St. Paul
Berg, Mrs. Robert D., 1557 Midway

Bele, Frank A., University Farm, Farm

Parkway, St. Paul Bergman, Burdette W., 3327 Chicago Av.

Herrisford, B. J., 3628 Stevens Av. Berry, Hannah E., 947 26th Av. N.E. Bickelhaupt, Jessie E., 4500 Fremont

Av. S. Bird, Kathryne, Mrs., Hotel St. Regis Bittner, Alma R., Curtis Court Bjerke, Mrs. William, 3649 Park Av. Blaisdell, Frances M., 1786 Hennepin Av. Blakeslee, A. G., 3252 17th Av. S. Blanpied, Mrs. D. R., 2643 Humboldt Av. S.

Bliven, Ranson M., 2932 2nd Av. S. Blodgett, Della, 82 S. 12th St. Blumenthal, Gazella, 800 N. Lyndale

Blythe, Mrs. Virginia B., 544 Andrus Bldg.

Bodenhoff, Emma J., 202 Curtis Court Boirrean, Adele Margaret, 119 Bedford St.

Bowden, Agnes A., 65 S. 11th St. Boyd, Mrs. Helen N., 3336 Irving Av. S.

Boynton, F. E., 3318 25th Av. S. Brackett, Constance E., 1801 1st Av. S.

Brennan, E. A., 1149 Ashland Av., St. Paul

Brennan, Mrs. Jessie, 1780 Bryant Av. S.

Brennan, J., 2002 2nd Av. S.
Briggs, Harriet E., 2635 Aldrich Av. S.
Briggs, Mrs. R. E., 3044 Pleasant Av.
Brigham, Helen, Curtis Court
Brock, Henry, 2057 Carroll Av.
Frombach, Agnes, 2516 15th Av. S.
Brooks, Miriam W., 1805 1st Av. S.
Brown, Eliza K., 2412 Garfield Av.
Brown, F. S., 1050 W. Minnehaha, St.
Paul

Brown, Mrs. J. W., 4609 Park Av.
Brown, Percy A., 1086 12th Av. S.E.
Bryant, Lora S., 728 E. 33rd St.
Brynes, Mary, 325 Franklin Av.
Buckle, Mrs. I. H., 1824 Park Av.
Budd, Clara, 16 Oak Grove St.
Bullard, Ava, 2616 Hennepin Av.
Burdick, Eugene E., 706 University
Av. S.E.

Burdick, Mrs. Martha P., 63 Barton Av. S.E.

Burggren, J. O., 2126 Commonwealth St. Paul

Burns, Anna R., 2601 16th Av. S. Burns, M., 999 Portland Av., St. Paul Burris, Edna M., 615 4th Av. S. Burt, Rebecca E., 1801 Vine Place Burtham, Myrtle D., 2825 Columbus Av.

Butler, Florence H., 1815 1st Av. S. Caduff, Lillian, 1912 3rd Av. S. Carey, Mary L., 4745 Lyndale Av. S. Carlson, Emily S., 2 S. 11th St. Carlsten, Esther C., 602 E. 15th St. Carpenter, Verna L., 3032 21st Av. S.

Carr, Mary, 3730 Garfield Av. Carrington, Mabel S., 920 E. 19th St. Cartwright, J. A., 2744 Aldrich Av. S. Case, M. Maud., 1026 5th St. S.E. Casleton, Walter E., 527 5th Av. S.E., Flat 3

Cavanor, Hoyle C., 409 Pierce Av. N. Cecil, Ruth M., 909 Summit Av. Cederstrom, Curtis, 627 13th Av. S.E. Cederstrom, Doris, 627 13th Av. S. E. Cederstrom, Moyle, 627 13th Av. S. E. Cederstrom, Susan Mary, 627 13th Av. S.E. S.E.

Chandler, F. A., 1030 15th Av. S.E. Chant, Sara E., 615 James Av. N. Chase, Polly, Curtis Court Cheney, Gertrude, 1106 7th St. S.E. Chestnut, Mary, 3208 Dupont Av. S. Chisholm, C. Tryphena, 2310 Lyndale Av. S.

Chollar, Louise C., 2416 Grand Av. S. Chollar, Mrs. C. C. 2416 Grand Av. S. Christensen, Emma D., 2344 Aldrich Av.

Christensen, May J., 901 Minnehaha Christianson, A. Jeanette, Northwestern Hospital

Christie, Blanche, 1700 W. Lake St. Clark, Bertha Winifred, 1307 7th St. S.E.

Clark, Elsie M., Curtis Court, 965 Clark, Mrs. D. F., 2110 Bryant Av. S. Clarks, Ella May, Ingleside Apts. Clawson, Kermit, 414 Oak St. S.E. Clements, Arthur C., Anoka, Minn. Cleveland, Esther M., 3144 4th Av. S.

Cleyes, Ella May, Ingleside Apts.
Cockburn, Edna G., 425 S.E. 6th St.
Coffin, Isa L. E., 4411 Morgan Av. N.
Cohn, Benj. Israel, 3211 Stevens Av.
Coleman, Gertrude, 612 E. 15th St.
Comstock, Ema E., 2505 10th Av. S.
Congdon, Mirah, 2620 Blaisdell Av.
Connell, Mary, 4013 Sheridan Av. S.
Contwell, Lucile M., 326 E. 34th St.
Cook, Elizabeth, 1311 Yale Place
Cooley, Mrs. Maude B., 54 S. 13th
St.

Cort, Maude O., 4312 Linden Hills Blvd.

Costin, Julia, Hastings Hotel Coulter, M. Etta, 1310 Lowry Av. N. Covel, Susan A., 2429 Garfield Av. Coveny, Marie T., 2441 Harriet Av. Craig, Mrs. Adelaide, 1725 Portland Av. Crane, Laura A., 100 Seymour Av. S.E. Crane, Wilma, 3225 Colfax Av. S. Crane, Frank M., 1879 Feronia Av., St. Paul

Crickmer, Nolie S., 3531 Lyndale Av. S.

Crockett, Clara S., 2512 Hennepin Av. Curran, Hugh A., E. High School Curry, Esther H., 1511 Breda St., St. Paul

Curtis, Oee, 2709 Portland Av.
Dahlstrom, Raymond E., 4048 Pleasant

Darrington, Agnes, 1608 Hawthorne Av. Daum, Augusta A., 1421 Park Av. Dean, Helen M., 2017 Garfield Av. Decker, Della, 2105 Bryant Av. S. Densmore, Lydia M., 2105 Bryant Av. S.

Devany, Anne, 3801 Stevens Av. Dickey, Mrs. Anna C., 1700 Park Av. Dickenson, S. H., 3849 Garfield Av. Disney, Florence H., 908 5th Av. S. Donahue, M. F., 3201 Aldrich Av. S. Donaldson, Floy, 3417 2nd Av. S. Dooley, Winifred, 2168 Carroll Av., St. Paul

Dougherty, Eleanor M., 306 W. 40th St. Drohan, Gertrude, 2716 Portland Av. Drohan, Margaret, 2716 Portland Av. Duesler, Grace, 1422 Portland Av. Duffield, Frank P., 3408 Chicago Av. Dunbar, Louise E., 3136 Humboldt Av.

Dungan, Minnie W., 4628 Lake Harriet Blvd.

Dunn, Cordelia, 1929 Fremont Av. S. Dunn, Ella May, 1929 Fremont Av. S. †Dunn, Eva L., 1705 25th Av. N. Durand, Mrs. E. Dana, 629 5th St. S. E.

†Dwinnell, S. W., 253 Groveland Av. Edgerton, Bessie E., 2919 Girard Av. N. Edwall, Esther J., 625 E. 14th St. Ellingson, Bertha, St. Barnabas Hospital

Ellis, Bert, 731 E. 27th St.
Ellis, Leola, 1725 Portland Av.
Engels, Clarice, 2405 Johnson St.
Epstein, Hymen, 1128 6th St. N.
Erb, Nellie M., 1415 Dupont Av. N.
Erickson, Beda, 3010 Girard Av. N.
Erickson, Carl, 617 19th Av. S.
Erickson, Julia, 1613 3rd Av. S.
Evers, Mrs. Bess M., 1730 Irving Av. S.

Faber, Clara J., 1413 Lyndale Av. N.
Fairchild, Elinor, 1915 1st Av. S.
Fairfield, Elizabeth, 4016 Bryant Av. S.
Falconer, Gertrude M., 2707 Fremont Av. N.

Fales, Henry Marshall, Jr., 211 W. 15th St.

Farseth, Elisa Pauline, 914 13th Av. S. Fassett, John S., 1312 Stevens Av. Fawcett, Jessie E., Curtis Court Felt, Florence A., 820 University S.E. Fetterly, Warren, 2740 Cedar Av. Fineman, S., University Hospital Finn, Delia A., 1600 1st Av. S. Finnberg, Lillian, 913 21st Av. S. Fitzgerald, Teresa J., 1309 7th St. S.E. Fitzpatrick, Lulu G., 1316 Vine Place Fitzpatrick, Mary A., Hastings Hotel Fletcher, Clara M., 632 Park Av. Flitten, L. T., 1819 4th Av. S. Flynn, Kathleen, 3015 W. 47th St. Folsom, Louise M., 3041 5th Av. S. Ford, Mary F., 1939 Bryant Av. S. Foss, Elizabeth H., 501 E. River Road Foster, Rachel H., 36 Spruce Place Fowler, Alice J., 209 S. 11th St. Fox, William H., 3725 Garfield Foy, Mrs. Cordelia L., 1717 Stevens Av.

Frazer, Lillian M., 2617 Emerson Av. S.

Freeman, Eva I., 3302 Portland Av. Fridley, John P., 707 E. 14th St. Fridley, Mrs. John P., 707 E. 14th St. Friedell, Luverne, 2408 1st Av. S. Gamelyard, Mabel, 2645 3rd Av. S. Gardner, Marie, 1115 Hawthorne Av. Garvey, Anna T., 4305 Aldrich Av. S. Garvey, Florence M., 2802 Fremont Av. N.

Garvey, Mary L., 4305 Aldrich Av. S. Gates, Edith M., 1212 Yale Place Gaus, Ottelie J., 2915 W. 44th St. Gavin, Ethel, 2502 Grand Av. Gaylord, Frank T., 1935 Bryant Av. S. Geussenhainer, Ellanor, 2207 Hennepin Av.

Gilkey, Katherine, Vine Hall Gillbrandsen, Miss S. M., 3132 Bryant Av. S.

Gilman, Howard B., 3417 Park Av. Gilson, Rhea M., 2207 Hennepin Av. Gjems, Lina, 2309 Irving Av. S. Goddard, Mary A., 201 W. 15th St. Goff, Edw. S., St. Louis Park Goldsworthy, Zelma, 103 W. 52nd St.

Gordon, Mrs. Anna M., 2313 Portland Gordon, Pearl M., 2101 Irving Av. S. Gould, Mary, 1674 Hennepin Av. ***Grant, Mabel K., 204 W. Grant St. Grant, Maybelle E., 3229 17th Av. S. Grapp, O. R. 3900 12th Av. S. Graves, Alice M., 407 4th St. S.E. Graves, Helen, 4857 Emerson Av. S. Graves, Marie, 2706 Thomas Av. S. Graves, Mrs. Richard, 2219 Irving Av. Greaves, Leila E., 1821 Humboldt Av. Greenbaum, Esther, 1809 2nd Av. S. Green, Grace A., 2154 Dayton Av., St. Grimm, Marguerite A., 322 13th Av. S.E. Grobel, Olive A., 1927 Elliott Av. Gross, Helen, 3216 S. Emerson Av. Grover, Elsie A., Curtis Court Guimont, Elmer Jas., 2651 Colfax Av. Guinotte, Marguerite, 2411 Fremont Av. Gunkle, W. H., 5052 43rd Av. S. †Gustafson, Victoria E., 1311 Chestnut Guthrie, Marguerite, 2001 Aldrich Av. Hain, Eleanor, 920 14th Ave. S. Hall, Emma J., 1302 Raymond Av. Halvorsen, Daniel, 1631 Marshall Av., Halsey, Sarah E., 2100 Bryant Av. S. Hamilton, Florence L., 3224 Nicollet Hammer, Sophie, 2206 Hennepin Av. Hammond, Alice E., 4008 Bryant Av. S. Hammond, Grace H., 4008 Bryant Av. Haney, Elizabeth, 624 W. 50th St. Hansen, Meta, 2616 Hennepin Av. Hansen, Ruth M., 1513 W. Lake St. †Hanson, Lillian I., 733 E. 16th St. Hanson, Ruth A., 2729 Humboldt Av. S.

Harding, Nellie, 5141 Camden Av. Harger, Lena L., 3906 Thomas Av. S.

Harris, Jane, 606 E. Franklin Av.

& Mary Place

Harris, Mary, 606 E. Franklin Av. Harter, Edna C., 4332 Fremont Av.

Hartig, Mrs. J. H., Hotel Ogden, 12th

Hastings, Ruby Belle, 421 Walnut St. Haven, Kittie, 3145 Stevens Av. Hawes, Harriet M., 728 10th Av. S.E. Hawkins, C. S., 1523 Fremont Av. N. Hayes, A. M., 1701 University Av. S.E. Hayes, Bridget, 1701 University Av. S. E. Hayes, Effie M., 821 6th St. S.E. Hazeltine, Julia M., 353 Russell Av. Hecker, Alma, 3753 2nd Av. S. Hedberg, Alma E., 1510 Jefferson St. N.E. Hedberg, Elenor, 1510 Jefferson St. N. E. Hefferman, Susan, 2633 Humboldt Av. Hegel, Edith, 1310 7th St. S. Hellesen, Anna E., 4700 Bryant Av. S. Helm, C. B., 4825 Xerxes Av. S. Helm, Mrs. C. B., 4825 Xerxes Av. S. Henderson, Ida May, 3217 Aldrich Av. S. Henderson, Dora D., 3929 Sunnyside Av. Hendricks, E. L., 1012 Nicollet Av. Henegren, Marie, 4946 Garfield Av. Henricksen, Alpha, 1815 1st Av. S. Henry, Laura A., 2414 Garfield Av. Hepburn, Ethel M., 93 Orlin Av. S.E. Hicks, Frances, 1898 Laurel Av., St. Paul Hicks, Mildred, 3241 Stevens Av. Higby, George W., 900 30th Av. N. Hildebrandt, Janet, 323 Church St. S.E. Hildebrandt, Ruth, 323 Church St. S. E. Hilgesen, Cora T., Curtis Court Hillgren, Stella, 3342 Oakland Av. Hiscock, Jennie I., 715 13th Av. S.E. Hobart, Geo. H., 3726 Van Buren St. N.E. Hobart, Mrs. Geo. H., 3726 Van Buren St. N.E. Hoefflin, Elsie, 732 E. Franklin Av. Holmes, Susan, Abbott Hospital Holzchuh, Almee, 3814 Upton Av. S. Hopkins, G. M., 309 17th Av. S.E. Hort, James R., 3112 Portland Av. Horwitz, Aaron, 61 Highland Av. †Hotchkiss, Fred W., 119 State St. S. Hovan, Lillian G., 1802 15th Av. S. Houghtaling, Jay, 1519 Brook Av. S.E. Howard, Margaret L., 1786 Hennepin Av.

Howe, Jane A., 1819 Lyndale Av. S. Hoy, Grace V., 1402 Spruce Place Hubbard, John Rector, 112 Church St. Hubachek, Clara B., 2681 Lake of Isles Blvd.

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Kennedy, Effie J., 4629 Fremont Av. S. Kennedy, Marion, 2533 Bryant Av. S.

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Olson, Carrie, 2232 Lincoln St. N.E.
Olson, Edward A., 2710 S. 9th St.
Olson, G. W., 713 Delaware St. S.E.
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Peck, A. E., 1912 Emerson Av. S.
Peck, Mrs. A. E., 1912 Emerson Av. S.
Peltier, Georgiana H., 1309 N. Irving
Av.

Peltier, Irene E., 1309 N. Irving Av. Pelton, Ella R., 3233 1st Av. S. Penny, Edith M., 4408 Vincent Av. S. Penrose, Alma M., 2729 Aldrich Av. S. Perine, Mrs. Edw. J., 517 9th Av. S. E.

Perkins, Alice, 3120 James Av. S. Perkins, Ellen, 3021 Park Av. Pervier, Elsa Padde, 1312 17th Av. N. Peterson, Mrs. Cornelia, 1931 3rd Av. S.

Peterson, J. C. N., 1931 3rd Av. S. Peterson, Jno. Emil, 1708 Como Av. Petri, Mrs. G. A., 1715 W. 31st St. Pfeiffer, E. M., 1291 Lincoln Av., St. Paul

Pfeiderer, H. F., 2917 Harriet Av. Phelps, Aura I., 719 5th Av. S.E. Phillips, Anna, 1808 Stevens Av. Phillips, Butler I., 3120 James Av. S. Phillips, Jennie C., 2728 Portland Av. Phillips, Kate E., 2728 Portland Av. Pierie, Elizabeth, University Hospital Pingle, Dorothea, 4720 Colfax Av. S. Porter, Hattie W., 121 11th St. S. Porter, Mary L., 3929 Clinton Av. Powell, Louise M., University Hospital

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Saxton, Mrs. C. S., 3848 Garfield Av. Scandling, J. C., 3027 Harriet Av. Schaefer, Lydia E., 2545 Bryant Av. S. Schill, Gertrude B., 805 E. River Road Schoepp, Elizabeth D., 315 W. 15th St. Schoonover, G. C., 4245 Bryant Av. S. Schoonover, Mrs. G. C., 4245 Bryant Av. S.

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Sherman, Marie F., 2208 16th Av. S. Sieburt, Marie H., 3006 Oliver Av. N. Sikes, Lena A., 2433 Colfax Av. S. Silber, Gertrude, 127 Highland Av. Silber, Mary, 127 Highland Av. Simonds, Chas. A., 1502 Russell Av. N. Sims, Mary E., Plaza Hotel Skattehol, Lars, 225 W. 24th St. Skibiness, Edw. J., 3620 14th Av. S. Slider, Ethel M., 315 Washington Av. S.E.

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Linehan, Lenore R., 147 Summit Loomis, E. Gertrude, 591 Ashland Lucius, Pearl G., 1741 Ashland McAllister, Grace, Central School, So. St. Paul McGregor, Della, 118 Western Av. Mahoney, Margaret A., 2170 Marshall Av. Masik, J. H., 193 E. Robie Mason, Sue, 1062 Ashland Av. Maxwell, Olive L., 569 Oakland Av. Miller, Myrtle, 220 6th St. N. Moulton, Charity, 539 Laurel Av. Myers, Sara, 558 Farrington Av. Niedorf, Katherine, 237 St. Albans ††Niedorf, Lillian R., 237 St. Albans Noonan, Dena M., 457 Laurel Av. Norquist, Ernest O., c/o American Nat'l Bank O'Brien, Genevieve, 511 Harrison Av. O'Brien, Minnie M., The Seville, Kent O'Halloran, Eline C., 460 Marshall Oas, Edward A., St. Paul Park Ortman, Anna B., 1153 Abell St. Ouellette, C. A., 904 Arkwright St. Palmes, Mary E., 410 Harvard St. S.E., Minneapolis Powers, Florence, 2029 Grand Av.

Roberts, Margaret E., 576 Carroll Av. Rosenholtz, Jennie, 819 Portland Av. Roverud, Ella, 643 Laurel Av. Rynder, Ethel, 868 Ottawa Salisbury, Mattie, 220 6th Av. No., So. St. Paul Schwartz, Frank J., 1031 St. Clair St. *Schwartz, Henry F., 219 Pleasant Av. Searl, Ethel M., 657 Grand Season, Emeline H., 149 W. Summit Sexton, Catherine, 790 Dayton Av. Sexton, Mary J., 790 Dayton Av. Shedorsky, Sara, 1905 Portland Av. Spear, Mrs. C. T., 931 Marshall Av. Stolpestad, Axel, 445 Wheeler Av. Stundemayer, Adeline, St. Luke's Hospital Swan, James D., 283 Bates Av. Synek, Emma, 443 Charles St. Tallman, Corrine, 1168 Ashland Av. Taylor, Mary E., 272 Dayton Av. Thompson, Clara, 223 Dayton Av. Tobin, Florence M., 1753 Marshall Av. Torbenson, Otelia, 1814 Laurel Av. Treseler, Barbara J., 949 Conway St. Tuly, Elizabeth A., 2135 Lincoln Virtue, Ethel Buell, 602 Dayton Av. Wagner, Ruth, 722 Holly Av. Ware, Romaine B., 218 Ambent Weigel, E. J., 662 Armstrong Av. Whitney, Maude H., 574 Selby Av. Wind, Kate, 315 N. Snelling

DULUTH

Alworth, Royal D., 2627 E. 7th St. Bjorje, Oscar B., 1535 Woodland Av. Boak, Joseph Wm., 2126 Jefferson St. Burrows, J. Frank, 1401 E. 2nd St. Callan, William D., 5349 London Road Cant, Kenneth S., 28 S. 21st Av. Clough, David H., 914 E. 1st St. Coffin, Lional C., 714 16th Av. E. Dunning, Ernest B., 2308 Vermillion Road Forgette, Simon H., 4224 Gladstone St. Griggs, Richard L., 2502 E. 2nd St. Harley, Sydney A., 619 10th Av. E.

Hart, James Joseph, 618 N. 3rd Av. E.

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Anderson, Hazel, 3900 4th Av. S. Andrews, Frances E., 245 Clifton Av. Arms, James P., 4121 Columbus Av. Arnold, Walter L., 3751 North Penn Arnott, Mary, 2925 W. 40th St. Aschenbeck, Laura, 731 4th Av. N. Asselin, P. J., 3007 Oakland Av. Auran, Olga, 3715 Bloomington Av. Bailey, H. D., 2423 Central Av. Baker, H. C., 1125 Nicollet Av. Baker, Valdine, 1220 "Soo" Bldg. Bartlett, Elizabeth, 4901 Fremont Av. Barton, A. D., 3631 N. Dupont Av. Bauer, Dr. Theo H., 2728 Chowan Av. Beal, Ralph B., 925 17th Av. S.E. ††Beck, Frieda, 1900 3rd Av. S., Apt. 35 Becker, A. K., 735 Washington St. N. E. Bennett, Olive E., 4721 Lyndale Av. S. Berg, Harvey D., 1503 E. 22nd St. Berg, Leroy H., 2537 Chicago Av. Berg, Olga K., 2121 E. 22nd St. ††Berrisford, B. J., 3628 Stevens Av. Bigford, Stanley J., First & Security Bank Bishop, Joseph Lane, 2416 Fremont Av. S. Bladis, Harry H., 70 12th St. S. Bliss, Harry, 3521 33rd Av. S. Blumberg, Alex, 815 Laurel Av., St. Paul Boehme, Alma E., 2395 University Av., St. Paul Boehme, Lubin G., 2215 Lyndale Av. Bogren, Arthur, 3129 16th Av. S. Bolling, Oscar S., 4047 37th Av. S. Bolstad, Alfred E., 1100 12th Av. S.E. Bonde, Marie Eleanor, 2411 26th Av. S. Booker, A. W., 327 E. 16th St. Borjes, Fred J., 1056 Hague Av., St. Bostwick, Ralph E., 3840 Upton Av. S. Boulay, J. A., 428 S. 8th St. Boyd, Roy Marion, 2117 Knapp St., St. Paul Brancheau, Effie J., 1801 Irving Av. N. *Bremer, O. W., 354 Concord St., St. Brenchley, H. E., 4933 Upton Av. S. Brick, P. L., 4315 Harriet Av. Brittain, A. T., 1617 W. 32nd St. Broker, Florence, 20 E. Franklin Av.

10th and University S.E. **Broten, A., 1021 Charles St., St. Paul Buckette, Edith Marion, 4540 Xerxes Av. S. Calvin, Carl A., 1306 7th St. S. Cameron, C. A., 2326 Grand Av. Carlson, Harold L., 3121 Oakland Av. Carr, F. B., 4130 Nicollet Av. Carroll, Eithne M., 3300 Columbus Av. Cary, Walter E., 2209 Aldrich Av. S. Chaney, Clarence, 4908 Colfax Av. S. Chapman, Albro R., 1001 26th Av. N.E. Chapman, Frank D. W., 3638 Van Buren St. N.E. Chase, R. L., 3137 40th Av. S. Cheney, R. C., 2309 32nd Av. S. Christensen, Emma L., 2614 Irving Av. Clancy, James J., 127 W. 15th St. Clapp, Warner H., 1882 Ashland Av., St. Paul Clark, Lem B., 2905 Colfax Av. N. Clifford, Chas. W., 1911 Nicollet Av. Conover, A. R., 1010 23rd Av. N.E. Conover, W. C., 1225 Monroe St. Cook, C. Vivian, 1200 W. Franklin Av. Cooley, May, 3040 Stevens Av. Coulthurst, Lieut. A. L., Fort Snelling, Medical Supply Office Coyle, Frank H., 2628 Harriet Av. Cramer, Clarence, 1704 Park Av. Crane, Leroy S., 2843 Bloomington Av. Crawford, C. A., 3429 3rd Av. S. Crawford, Maybelle, 1819 Lyndale Av. Cross, Chas. W., 626 16th Av. S.E. Cross, Osborne M., 3326 N. 32nd St. Curtis, E. B., 1608 Clinton Av. Cuzner, Dorothy, 1203 Talmage S.E. Dahl, Christine, 1818 Park Av. Dahl, T. A., 3729 Longfellow Av. Dahl, V. F., 1325 Hawthorne Av. Dahlstrom, Carl W., 1118 Dartmouth Av. S.E. Danielson, F. C., 1416 Portland Av. Davis, Gennette G., 717 6th St. S.E. Davis, J. L., 4339 Pleasant Av. Davis, Margaret, 149 W. Summit Av., St. Paul Davis, W. M., 1824 Park Av. Dawson, J. A., 2532 Stevens Av. Dean, A. B., 2017 Garfield Av.

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Enos, J. G., 3133 23d Av. S.

N.E.

St. Paul

Av. W.

Erickson, Arthur W., 1834 Fillmore St.

Erickson, J. K., 1670 Ashland Av.,

Falkenheuer, Lester W., 2137 Erie

Farr, Frances M., Robbinsdale, Minn.

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Johnson, Frank W., 1810 Bryant Av. S.
Johnson, Arthur C., 3417 Oakland Av.
Johnson, Arthur R., 2932 Clinton Av.
Johnson, Edna M., 1920 3d Av. S.
Johnson, Esther, 2923 Emerson Av. N.
Johnson, Evan M., 3027 Humboldt Av.
N.

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Johnson, Robert C., 743 Buchanan St. N.E.

Johnson, Russell, 3135 18th Av. S.
Johnson, Russell O., 52 S. 7th St.
Johnson, W., 1076 25th Av. S.E.
Johnson, Will R., 4525 York Av. S.
Johnston, Harry S., 4529 Beard Av. S.
Jones, David A., 2413 1st Av. S.
Jones, David Thos., Hotel Ogden,
Mary Place and 12th St.
Jones, Robert E., 3033 Harriet Av.

Jones, Robert E., 3033 Harriet Av. Jorgenson, Louise E., 1822 11th Av. S. Julicher, George F., 3153 15th Av. S. Jungquist, Hannah, 414 Penn Av. N. Kaufmann, Mildred P., 2717 Colfax Av. S.

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Kindseth, E. L., 1424 6th St. S.E. King, Grace E., 914 E. 19th St. King, S. E., 2912 Fremont Av. N. Kittelsen, Olga, 1612 Stevens Av. Kittelson, Clyde E., 1820 Park Av. Kielsberg, Clara A., 3824 Chicago Av. Knopke, Herman, 2651 Polk St. N.E. Koch, A. J., 1115 Adams St. N.E. Krafne, Fred O., 1415 10th Av. S. Lamb, Ruth J., Wayzata, Minn. Lang, Frank R., 2418 Bryant Av. N. Larsen, A., 1115 Aldrich Av. N. Lazerowitz, J., 519 Emerson Av. N. Lebeis, Clara F., 100 E. 16th St. Lee, Fred E., 1501 8th St. S.E. Lee, J. A., 5048 42d Av. S. Lee, William S., 4432 Upton Av. S. Le Faire, Edgar F., 4147 Pleasant Av. Lembeck, Anna E., 2915 W. 44th St. Lengfeld, Fred, 938 Gaultier St., St. Paul

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Nelson, Oscar Rudolph, 1509 10th av.

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St.
Cramsie, Russell E., 460 Aurora Av.
Cress, Mrs. Ruth E., 483 Marshall Av.
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Doran, Laurence, 1495 Sherburne Av.
Dunivon, Nellie M., 1938 Laurel Av.

Dwyer, Joseph M., 191 Stevens St. Epstein, Israel, 429 Winslow Av. Farley, Harold, 898 Cromwell Av. Flanagan, Henry, 2041 Selby Av. Fleming, Margaret A., 538 Dayton Gallagher, Leigh J., Y. M. C. A. Galvin, Nellie, 144 Nina Gates, Edgar B., 1846 Carroll Av. Gaumnitz, Fred, 22 Nourse Goldman, Carl L., 1828 Portland Av. Gothe, Oscar E., 655 Case St. Grove, Ralph H., 1398 Breda St. Hagen, Agnes C., 1377 Lincoln Av. Hagenbeck, Max, 1879 Feronia Av. Hammond, R. E., 600 Holly Av. Harding, Arthur R., 410 Iglehart Av. Hayes, H. J., 1999 Ashland Av. Heard, S. E., Macalester College Heimbach, E. M., 1299 Lincoln Av. Herrick, C. A., 2172 St. Anthony Herseth, Oscar A., 947 Sylvan St.

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